



Supreme Court of Wisconsin

DIRECTOR OF STATE COURTS

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2011 MUNICIPAL COURT CLERK SEMINAR

We are now accepting registrations for the 2011 Municipal Court Clerk Seminar to be held at The Osthoff Resort in Elkhart Lake on October 20 & 21. There is a \$20 registration fee for every clerk attending which helps defray the cost of materials, breaks and the group luncheon. The fee for non-clerk municipal court personnel is \$35 and the fee for non-clerk non-municipal court persons is \$65. A tentative agenda is enclosed.

Early registration will be held on Wednesday evening, October 19 from 5:00 to 6:30 p.m. Thursday morning's registration will be from 8:00 a.m. - 8:30 a.m. The session will begin promptly at 8:30 a.m. Light refreshments will be available in the mornings and Thursday afternoon.

PLEASE NOTE: The new clerk Orientation session that has traditionally been held on Wednesday evening will now be held Thursday morning from 8:30 – 10:30 while more experienced clerks will be attending breakout sessions.

If you plan to attend, return the enclosed registration form by **September 30**. Remember to include your check made out to **Wisconsin Supreme Court for \$20**. Also, please make a lunch selection, check which breakout group you will attend and clearly write any questions you would like addressed.

The Osthoff is holding our block of rooms until September 21, 2011. We cannot guarantee space or rate availability after this date. Call the hotel directly at 1-800-876-3399 and reference Court Clerk's Seminar" by September 21 to reserve your lodging. The single occupancy rate is \$70 per night and double occupancy charges are \$100.00 per evening whether you share a room with a fellow attendee, friend or spouse.

Confirmation will be sent to you as soon as we receive your registration form and payment. If you have not received your confirmation materials within two weeks of sending your registration, please call our office at 608-266-7816.